

**TO:** Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** September 28, 2023

**AGENDA ITEM TOPIC:** Administrative Policies and Procedures – Section 6.8 – Social Media Policy

Number of Supporting Documents: **2**

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**Requested Action**

To complete a first reading, and submit suggested changes, additions, or omissions, to Section 6.8 of the Hamburg Township Administrative Policies and Procedures, as provided in the packet.

**Background**

Changes include the completion of 6.4(d) Redactions, which was approved without description. They also include a redraft of section 6.8 Social Media Policy, removing all highlighted areas and questions and removing all references to a Social Media Handbook. It also clarifies the chain of command as relates to Social Media posts/comments, which is proposed as follows:

**Technology Director:** Tony Randazzo

**Social Media Director:** Deby Henneman

**Social Media Specialist(s):**

Senior Center (800 FB followers): Julie Eddings

Lakelands Trail (1,000 FB followers): Deby Henneman

Hamburg Township (1,100 FB followers): Deby Henneman

Winkelhaus Park (19 FB followers): Deby Henneman

Parks and Recreation (1,600 FB followers): Deby Henneman

Hamburg Township Public Safety (4,100 FB followers): Dep. Fire Chief Zernick & Police Sgt. Paul

**Supporting Docs**

Draft copy of Section 6 of Administrative Policies and Procedures including strikeout and updates

Clean copy of Section 6.8 Social Media Policy (Updated)